

APPLICATION FOR **NOTICE-TO-PROCEED** PERMIT
BALTIMORE CITY
COMMISSION FOR HISTORICAL AND ARCHITECTURAL PRESERVATION

Exterior changes to all properties within Baltimore City's historic districts, and local Landmark structures must be presented to the Commission for Historical and Architectural Preservation (CHAP) for review and approval, before a building permit can be issued. Guidelines are available to assist you with your renovation or restoration efforts; these serve as standards for all CHAP decisions with regard to your architectural plans. The staff at CHAP is available to aid you in obtaining the required CHAP Notice-To-Proceed; an appointment is recommended for larger projects, or if design- and/or planning advice is requested. In addition, prior to obtaining a Notice-To-Proceed, CHAP requires that the applicant presents the plans to the appropriate historic district neighborhood association for review and comments, which will be incorporated into CHAP decisions. **It is strongly suggested that you do not order or purchase any materials, or proceed with any work**, until CHAP approval and required City permits are obtained. Please provide the following information (print):

1) PROPERTY ADDRESS: _____ ZIP _____

2) OWNER'S NAME: _____ PHONE # _____

3) OWNER'S ADDRESS: _____ ZIP _____

4) APPLICANT'S NAME: _____ PHONE # _____

5) APPLICANT'S ADDRESS: _____ ZIP _____

6) APPLICANT IS: ____ Owner ____ Lessee ____ Architect ____ Consultant
____ Contractor ____ Other

7) ARCHITECT (if any): _____

8) CONTRACTOR (if any): _____

9) DETAILED DESCRIPTION OF ALL EXTERIOR CHANGES PROPOSED:
Please attach plans, drawings, catalogue samples and specifications of the exterior work that you are planning, as well as photographs and/or drawings of the existing condition of your building (see checklist for required materials and information to be submitted):

10) NEIGHBORHOOD ASSOCIATION (ARCHITECTURAL REVIEW COMMITTEE) COMMENTS:

APPROVED / APPROVED WITH MODIFICATIONS / NOT APPROVED

Signature of association representative (CHAP liaison)

Date

11) IF YOUR PROPOSAL IS ONE THAT WILL AFFECT YOUR NEIGHBORS (ADDITION, FENCE, DECK, AC UNIT, SATELLITE DISH, SIDEWALK ETC.) HAVE YOU DISCUSSED YOUR PLANS WITH THEM (please circle):
YES NO

12) APPROXIMATE PROJECT START AND FINISH DATES: _____

13) IF A SPECIAL ZONING APPROVAL (VARIANCE) IS REQUIRED, HAVE YOU OBTAINED SUCH APPROVAL FROM THE BOARD OF MUNICIPAL ZONING APPEALS? IF YES, LIST DATE: _____

TAX CREDITS

Baltimore City is currently offering a property tax incentive program that will retain your property tax at the current (pre-rehab) level for 10 years. A minimum investment of 25% of the full cash value of your property, and **certification by CHAP are needed to benefit from this program.**

Projects must be pre-certified before any work can start. Call CHAP (410-396-4866 "4") for further information and application form.

Information about the State and Federal historic tax credit programs may be obtained by calling 410-514-7626.

Signature of applicant

Date

Print full name

Please note:

Certain permit requests will require a public hearing, subject to full Commission review, for which a CHAP hearing notice must be posted 10 days prior to the hearing date. 15 (fifteen copies of this application and supporting plans and specifications are to be submitted to CHAP staff no later than 10 working days prior to this hearing. You will be notified by CHAP staff, whether a public hearing will be needed for your project review.

CHAP hearings are held on the second Tuesday of the month, at 6:00 PM, in the Department of Planning, 8th floor, 417 East Fayette Street, Baltimore, Maryland 21202.

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NOTICE-TO-PROCEED CHECKLIST

Not all information is required for each project; include only what is applicable to your proposal.

1. REHABILITATIONS AND ADDITIONS:

- _____ Elevations drawings or photographs indicating proposed Alterations. Include door(s) and window(s) design. Manufacturer's catalogue data may be used
- _____ Exterior material description
- _____ Photographs of existing condition from all relevant elevations
- _____ For additions: site plan showing lot dimensions and existing Building on lot, location and size of proposed addition
- _____ Historic photographs should accompany any request to return the building or structure to an earlier appearance

2. MATERIAL CHANGE:

- _____ Detailed description of proposed work
- _____ Photographs of area involved
- _____ Samples and specifications of materials involved

3. PAINTING:

- _____ Specifications (name, number, and manufacturer) of paint color
- _____ Paint color sample

4. NEW CONSTRUCTION:

- _____ Elevation drawings in scale of all sides
- _____ Photographs of proposed site and adjacent properties (context)
- _____ Site plan showing proposed building footprint
- _____ Specifications for materials, incl. Colors (roof, siding, windows, Doors, architectural ornamentation)
- _____ Material samples

5. SIGNS:

_____Dimensional elevation identifying materials, colors, lettering
(Size and style), and wordage

_____Photograph indicating sign location

_____Lighting specifications, if applicable

6. ACCESSORY USE:

Parking lots / areas:

_____Site plan showing dimensions and location of screening

_____Materials specifications for parking surface, fences and walls,
As well as landscaping plan

Fences and Walls:

_____Site plan showing location of fence/wall

_____Sketch, drawing or photograph of proposed design

_____Photographs of area to be fenced and adjacent properties

Mechanical equipment, walks, and landscaping:

_____Site plan showing location and layout

_____Photographs of area affected

_____Material specifications

7. DEMOLITION AND HARDSHIP

_____Request and complete specific Hardship and Demolition
Application

_____Photographs of building or structure to be demolished
(Or portion of building to be demolished)

***Any questions concerning CHAP's permit application
procedures should be directed to our office at 417 E. Fayette
Street, Room 1037, Baltimore, Maryland 21202
Tel.: (410) 396-4866***

